



PRISON INDUSTRY AUTHORITY

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

OPEN EXAMINATION

For

INDUSTRIAL WAREHOUSE & DISTRIBUTION MANAGER I, PRISON INDUSTRIES

THIS EXAMINATION IS BEING CONDUCTED UNDER A DEMONSTRATION PROJECT TO ESTABLISH AN ALTERNATIVE EXAMINATION AND SELECTION PROCESS FOR FILLING SPECIFIED POSITIONS. IN ADDITION TO CANDIDATES COMPETING ON AN OPEN BASIS, INTERESTED INCUMBENTS AT THE INDUSTRIAL WAREHOUSE AND DISTRIBUTION MANAGER I, PRISON INDUSTRIES LEVEL AND THOSE ELIGIBLE FOR LATERAL TRANSFERS WHO MEET THE MINIMUM QUALIFICATIONS ARE ENCOURAGED TO APPLY.

DIVISION: ADMINISTRATIVE SERVICES

LOCATION: ON TIME DELIVERY NORTH-DISTRIBUTION CENTER-SACRAMENTO

POSITION TITLE: INDUSTRIAL WAREHOUSE & DISTRIBUTION MANAGER I,
PRISON INDUSTRIES
(LIMITED TERM-24 MONTHS)

SALARY RANGE: \$4025-\$4850

FINAL FILING DATE: JUNE 14, 2006

DUTIES/RESPONSIBILITIES

Under the supervision of the Prison Industries Manager, this position is responsible for the planning, organizing, and supervision of the Northern California Distribution Center. In performing these duties, the incumbent is responsible for supervising subordinate civil service staff, and utilizing complex and/or computerized (MAPS) storekeeping practices.

MAJOR DUTIES OF THE POSITION INCLUDE

Supervises, directs, and oversees the work performance of one Industrial Warehouse & Distribution Supervisor, one Warehouse Worker, two Heavy Equipment Mechanics, and one Heavy Truck Driver; duties also include, as it relates to warehouse functions: maintenance of vehicles; dispatching; routing; and loading and unloading truck tractors, trailers, and other On Time Delivery (OTD) equipment to and from delivery points throughout Northern California in an effort to ensure the proper handling and on time delivery of Prison Industry Authority (PIA) products, materials, and services at the lowest operating cost;

MAJOR DUTIES OF THE POSITION INCLUDE (CONT.)

prepares written reports, procedures, documents and requisitions; maintains files as required by PIA, the Department of Corrections and Rehabilitation (CDCR), General Services Fleet Administration and Traffic Management, State Administrative Manual, California Highway Patrol and/or any other regulatory State or Federal agency or department; keeps current of rules and regulations of the above organizations; and operates and supervises the functions of the PIA database computer system as it relates to freight services.

MINIMUM QUALIFICATIONS

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles.

Either I

One year of experience performing the duties of a class with a level of responsibility equivalent to an Industrial Warehouse and Distribution Supervisor, Prison Industries, within the PIA.

Or II

Two years of experience performing the duties of a class with a level of responsibility equivalent to an Industrial Warehouse and Distribution Supervisor, Prison Industries, or a Materials and Stores Supervisor II (Correctional Facility) within the PIA.

Or III

Three years of experience performing the duties of a class with a level of responsibility equivalent to a Materials and Stores Supervisor I (Correctional Facility) within the PIA.

Or IV

Four years of experience in a storeroom or warehouse which must have included or have been supplemented by two years of responsible supervisory or technical experience related to reordering, storing, distributing, or controlling the inventory of a wide variety of materials for a large organization. [Experience in the California state service applied toward the supervisory requirement must include at least two years in a class at a level of responsibility at least equivalent to a Materials and Stores Supervisor II (Correctional Facility).]

KNOWLEDGE AND ABILITIES**Knowledge of:**

1. Warehousing and distribution methods and practices, including cycle counting.
2. Freight rates and classifications.
3. Regulations involved with incoming and outgoing shipments.
4. Various specifications and standards applicable to receipt of raw materials.
5. Operation of motorized material-handling equipment, other machinery, materials, processes, tools, and equipment used in warehousing and distribution.
6. Safety practices and orders, including requirements or hazardous/toxic materials.
7. Quality standards and control.
8. All aspects of PIA warehouse and distribution methods and practices, including the MAPS system.
9. Budget preparation and cost control.
10. Department's Equal Employment Opportunity Program objectives.
11. Manager's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives.

Ability to:

1. Comprehend and use PIA's MAPS system.
2. Set up, repair, maintain, adjust, and operate required equipment related to warehousing and distribution.
3. Instruct and supervise inmates in warehousing/distribution techniques and safety practices.
4. Maintain firm, impartial, and consistent discipline.
5. Understand rules, regulations, laws, and procedures.
6. Determine whether incoming shipments meet the standards set by various State and Federal agencies and applicable laws and rules.
7. Analyze situations accurately and take effective action.
8. Keep records and prepare reports.
9. Read and write English at a level required for a successful job performance.

Ability to (cont.):

10. Meet the physical requirements needed to perform the job, which may include standing, sitting, crouching, stooping, lifting, pushing, bending, and be able to lift up to fifty pounds.
11. Maintain the Material Resource Planning System (MRP)
12. Serve as the Systems Administrator of the MAPS.

SPECIAL PERSONAL CHARACTERISTICS

Tact, patience, and ability to work with persons confined in a correctional institution.

SPECIAL PHYSICAL CHARACTERISTICS

Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

ADDITIONAL DESIRABLE QUALIFICATIONS

Education equivalent to completion of graduation from college; assertiveness; experience in a correctional institution; supervisory experience; and possession of a valid Class A or B commercial driver license.

SCREENING CRITERIA

1. Knowledge of routing, dispatching, loading, and unloading truck tractors, and trailers.
2. Prepares written reports, procedures, documents, and requisitions.
3. Maintains files, such as those, required by PIA, the CDCR, General Services Fleet Administration, Traffic Management, State Administrative Manual, California Highway Patrol, and/or any other regulatory State or Federal agency or department.

DESIRABLE QUALIFICATIONS

1. Ability to perform inventory transactions in the PIA or other automated databases.
2. Knowledge of the Department of Motor Vehicles Pull Notice Program and the Federal Department of Transportation Alcohol Drug Testing Program.

EXAMINATION INFORMATION

This examination will consist of a screening of the applications and interview. The minimum qualifications and screening criteria listed on this bulletin will be used to screen applicants. Therefore, it is important that each applicant provide specific information on how his/her experience, knowledge, and abilities are applicable to the minimum qualifications and screening criteria. The interview will include a number of predetermined questions related to the knowledge, abilities, and desirable qualifications listed on the bulletin. Interviews may not be conducted if the hiring manager finds them unnecessary to make a selection.

All applications/resumes must include "to" and "from" employment dates (month/day/year), time-base, and official employment titles. Applications/resumes received without this information will be rejected.

ELIGIBLE LIST INFORMATION

An eligible list will not be established as a result of this examination. This examination is only for the specific position identified within this bulletin. Applications received will not be maintained for future positions.

FILING INSTRUCTIONS

Standard State applications (Form 678) must be filed by mail or in person to the address listed below. On your application, please indicate the **exam title** and **location** of the position you are interested in.

Submit applications to:

**TOM RUKA
PRISON INDUSTRY AUTHORITY
ON TIME DELIVERY NORTH-DISTRIBUTION CENTER
8681 YOUNGER CREEK DRIVE
SACRAMENTO, CA 95828**

All applications must be received or postmarked by the ***Final Filing Date***. Applications postmarked after the final filing date will not be accepted for any reason.

Questions regarding this examination process should be directed to: Judy Troja or Sophia Lomax, Examination Services Unit at (916) 358-2696.

CALIFORNIA RELAY (TELEPHONE) SERVICE FOR THE DEAF OR HEARING IMPAIRED:
FROM TDD PHONES: 1-800-735-2929, FROM VOICE PHONES: 1-800-735-2922